

# **SOUTH CAROLINA DEPARTMENT OF REVENUE**

## **Electronic Filing Motor Fuel**

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### **User Program Guide**

Revised

6/1/2012



**Motor Fuel on-line Filing System**

PLEASE FEEL FREE TO COPY AND DISTRIBUTE THIS GUIDE TO ALL APPROPRIATE PERSONNEL

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# INTRODUCTION

The South Carolina Department of Revenue (SCDOR) has upgraded the current EDI system for Motor Fuel User Fee returns. EDI files will now be required to be uploaded via the web using the following web address: [www.sctax.org](http://www.sctax.org). Filers will also have the no-cost filing option of entering return data directly onto the SCDOR website.

Effective July 1, 2012, specific product codes for gasohol and biodiesel will be required. They are as follows:

*Gasohol- E01-E99 replaces "roll-up" product code 124 to reflect the percentage of fuel grade ethanol blended with gasoline. Pure, unblended fuel grade ethanol should be reported as E00, replacing product code 123.*

*Biodiesel- B01-B99 replaces "roll-up" product codes 284 and 170 to reflect the percentage of biodiesel blended with undyed diesel fuel. Pure, unblended biodiesel should be reported as B00.*

*Biodiesel- D01-D99 replaces "roll-up" product codes 284 and 171 to reflect the percentage of biodiesel blended with dyed diesel fuel. Pure unblended, dyed biodiesel should be reported as D00.*

Per SC Code Section 12-28-1400(A), all Suppliers, Terminal Operators and Transporters are mandated to file their motor fuel returns "in the manner provided by the Department." A Registration Application for Motor Fuel EDI, Form D-155, must be completed prior to participation in the program.

All Supplier reporting payments accompanying Motor Fuel transactions, **via web or EDI**, must be submitted through the Electronic Funds Transfer (EFT) Program. The EFT Program for Motor Fuel is a separate program from the EDI Program. For all Suppliers that are currently paying through EFT, we encourage you to continue to pay using this method. For further information regarding the EFT program, please see the EFT Program guide located on our website under Motor Fuel/E-Services.

## **Advantages of participating in Motor Fuel EDI include:**

- **Eliminates paperwork, no more paper returns**
- **EDI eliminates postal delays**
- **EDI files imported to the SC system will process from import to filing without requiring any user input**
- **Filer will now have the ability to modify any tax returns that have errors from the imported EDI file or reload a corrected EDI file**
- **In the event the file fails for any reason, an email notification will be sent to the filer**
- **Email notification will be sent to filers when the tax return is filed**
- **Computerized filing provides an avenue for the SCDOR to more accurately track fraud**
- **Comprehensive audit trail for the return**

# PROGRAM REQUIREMENTS

You may already have return preparation and/or filing software with one of our authorized vendors. Enclosed is a list of South Carolina vendors. They can provide you with specific information about their products.

If you wish to write your own software or prepare your return from an EDI translator or other program used in your organization, contact the Help Desk to request the “Motor Fuel Implementation Guide for Software Developers” or visit our website at [www.sctax.org](http://www.sctax.org).

## CONTACT PERSONNEL

### SOUTH CAROLINA DEPARTMENT OF REVENUE

EFT/EDI HELP DESK – User testing and production issues

Help Desk (Columbia area)	803-896-1715
<b>Help Desk (Toll Free)</b>	<b>1-800-476-0311</b>
E-mail Address	edi@sctax.org
FAX	803-896-1779

**Note:** All correspondence should be sent to the following address:

South Carolina Department of Revenue  
EFT/EDI Help Desk  
Columbia, SC 29214-0016

### ADDITIONAL HELP:

SC TIMS Help Desk (Communications Issues)	803-898-5590
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# PROGRAM PARTICIPATION

Users who file Motor Fuel Supplier, Terminal Operator and Transporter reports are required to participate in this program. Based on SC Code Section 12-28-1400(A), Suppliers, Terminal Operators and Transporters are mandated to file their motor fuel returns “in the manner provided by the Department.”

**If you file the Supplier return manually on the web vs. filing EDI, the payment is still required to be paid through EFT. All Supplier returns, whether EDI or manually filed through the web, user fees will required to be paid using EFT (Electronic Funds Transfer).**

## WITHDRAWAL FROM MOTOR FUEL ELECTRONIC PROGRAM

If you are mandated, you cannot withdraw from the program without permission from the SC Department of Revenue. **If your company has been mandated by SCDOR to participate in Motor Fuel EDI, and your company does not have the necessary computer equipment or would encounter a hardship in implementing this new program, please write to us and explain the nature of the hardship. If you ask that your company is withdrawn from this program, your reasons will be reviewed and you will be notified, in writing, whether or not your company can be withdrawn.**

## REGISTRATION

The Registration Application, form D-155 is intended to register you for the program. To register, please complete the application and return it to the address shown at the bottom of the D-155 or fax it to (803) 896-1779. Please remember to **sign the EDI portion** of the application. **To obtain the D-155 located on our Motor Fuel page, go to: [www.sctax.org](http://www.sctax.org),**

## DUE DATES

The due date for filing your Motor Fuel User Fee Return and Schedules is on or before the 22nd day of the month following the month of activity. This means the EDI filing must be both transmitted and received by the South Carolina Department of Revenue on or before the 22nd day of the month.

If a return due date falls on a holiday or weekend, the user fee return is due no later than the first business day after the holiday or weekend. Timely returns are based on the date of receipt of the electronic return by the South Carolina Department of Revenue

## PENALTIES AND INTEREST

Failure to timely file electronic returns or electronic payments will subject you to interest and/or penalty as prescribed by § 12-54-250 as follows:

(E) "Payment by immediately available funds and filing of return are considered simultaneous acts with respect to penalties and interest for failure to file and failure to pay. Penalties and interest must be calculated based on the later of the return postmark date or payment date.

The postmark date is the date of receipt of the electronic transmission by the SCDOR.

## FILE NAMING CONVENTIONS

Every EDI file sent to the SCDOR should be named using the following naming conventions:

Original file (All files sent to the SCDOR prior to an acceptance status being received.)

EDI File Naming will follow the format of SCccymmAAAAxnn.test

- "SC" is the state abbreviation
- "ccymm" is reporting year and month
- "AAAAA" is a state assigned company name abbreviation
- "X" denotes "O" original or "A" amended
- "nn" denotes sequence number ("03" is the third amended filing)
- "test" or "prod" to indicate user filing status ("dev" to be used by software developers)

Examples:

SC200303PETRCO01.test

- "SC" for South Carolina
- "2003" for the year the return is being filed
- "03" for the month the return is being filed

- “PETRC” represents Petroleum Company and was assigned by the Department
- “O” for Original filing
- “01” for first transmission of the original filing
- “test” indicates the user is sending a test EDI file.

SC200303PETRCA02.prod

- “SC” for South Carolina
- “2003” for the year the return is being filed
- “03” for the month the return is being filed
- “PETRC” represents Petroleum Company and was assigned by the DOR
- “A” for Amended filing
- “02” for the second amended filing
- “prod” indicates the user is sending a production EDI file

The EDI 997 (Functional Acknowledgment) returned to the filer will match the name of the EDI 813, with the addition of “.ack.”

The South Carolina Department of Revenue will acknowledge as follows:

“SC200303PETRCO01.test” will be acknowledged with “SC200303PETRCO01.test.ack” .

“SC200303PETRCA02.prod” will be acknowledged with “SC200303PETRCA02.prod.ack”.

“SC200303PETRCA03.dev” will be acknowledged with “SC200303PETRCA03.dev.ack”.

South Carolina Department of Revenue prefers to receive both the Supplier Return and Terminal Operator Reports in a single file (using separate 813 Transaction Sets). However, the filer can choose to send the Supplier Return and Terminal Operator Reports in separate files. If the filer sends the Supplier Return and Terminal Operator Report in separate files, the first original file transmitted will be sequenced 01; the second original file will be sequenced 01.

Original returns rejected for EDI syntax errors are NOT to be resubmitted as Amended returns. They should carry the "O" for original filing and the next sequence filing number.

Example: Original file rejected -- SC200303NAMESO01.test

Resubmit named -- SC200303NAMESO02.test

# INSTRUCTIONS FOR TESTING

The SCDOR requires you to conduct a test filing of the electronic return prior to participation in the program. A test filing is also recommended whenever there is a major revision of your software or our program. Your test must be a transmission of your last filed paper return.

## Testing Procedures

1. Before any transmission can be processed, a Motor Fuel Registration Application (Form D- 155) must be on file at the SCDOR.
2. Once the Motor Fuel Registration Application (Form D-155) is received, you will be contacted by the Department via email and given a userid and a temporary password to log into the Motor Fuel Website. At that time, you will login to the system and create your password.
3. Use valid data for a period that has been submitted previously by paper.
4. Verify that the period end date on your test file coincides with the user fee return filed by paper.
5. Review the following reminders to ensure these common ‘user fee’ errors are not present in your file.

## **REMINDERS**

- **“Late Loads”** and Other Supplier Return Adjustments need to be reported in the month that the activity occurred. From time to time fuel that is removed from a terminal late in the month will not be reported on the return for the month. These are generally referred to as “late loads.” Code Section 12-28-1300 of the South Carolina Motor Fuel Tax Code requires licensed motor fuel suppliers to file returns that accurately reflect removal of motor fuel from terminals and the motor fuel tax due for each calendar month. Code Section 12-28-915(C) requires that these returns and the taxes due be filed with the Department no later than the twenty-second day of the following month.
6. Transmit the data using the correct file-naming conventions.
  7. In the event the file fails for any reason or if the file is successful, an email notification will be sent to you.
  8. Upon review, the Department will review the test results of the test return and notify you within 10 business days.
  9. The SCDOR may require subsequent resubmissions and/or periods endings to be filed during the testing phase.

Call the SCDOR Help Desk @ 1-800-476-0311 if you have any questions concerning the testing phase.

**NOTE: Your company must continue to mail your user fee returns and schedules to the SCDOR until you are notified in writing that you may begin to file production returns.**

# INSTRUCTIONS FOR PRODUCTION

Once your test file has been certified, you can begin filing your return in the production environment. The filer will continue to use the same password in the production environment. **If there is a change with the filer's contact information, please contact the Department. This will ensure that any notification regarding the production file will be received by the filer.** After uploading your return into the motor fuel electronic filing system, be certain the following is in order before efileing your production return:

- \* Your return is keyed in as whole dollars.
- \* You have noted this is a production return.

**Remember, once the SCDOR has picked up your return from the website, it cannot be recalled.**

**Do not file paper returns after you have started the production process.**

## ACKNOWLEDGMENTS

In the past, normally users would be able to retrieve an EDI 997 (Functional Acknowledgment) within two business days of transmission of the EDI user filing. Effective July, 2012, the upgrade to the SC Motor Fuel eFiling System will automatically notify the filer via email once the file processes and/or if errors occur. If the return is filed, a Tracking Number will be assigned to the return for confirmation. **The user needs to make sure that all contact information is up to date so the notification will be received.**

# eFILING PROCEDURES

To upload a production file to the eFile system, go to [www.sctax.org](http://www.sctax.org) and click on the



eFiling for Motor Fuel icon

Motor Fuel on-line Filing System

At this time, you will be able to sign in to the Motor Fuel System with your userid and password.

South Carolina System Test

User Name:  Password:  Sign In

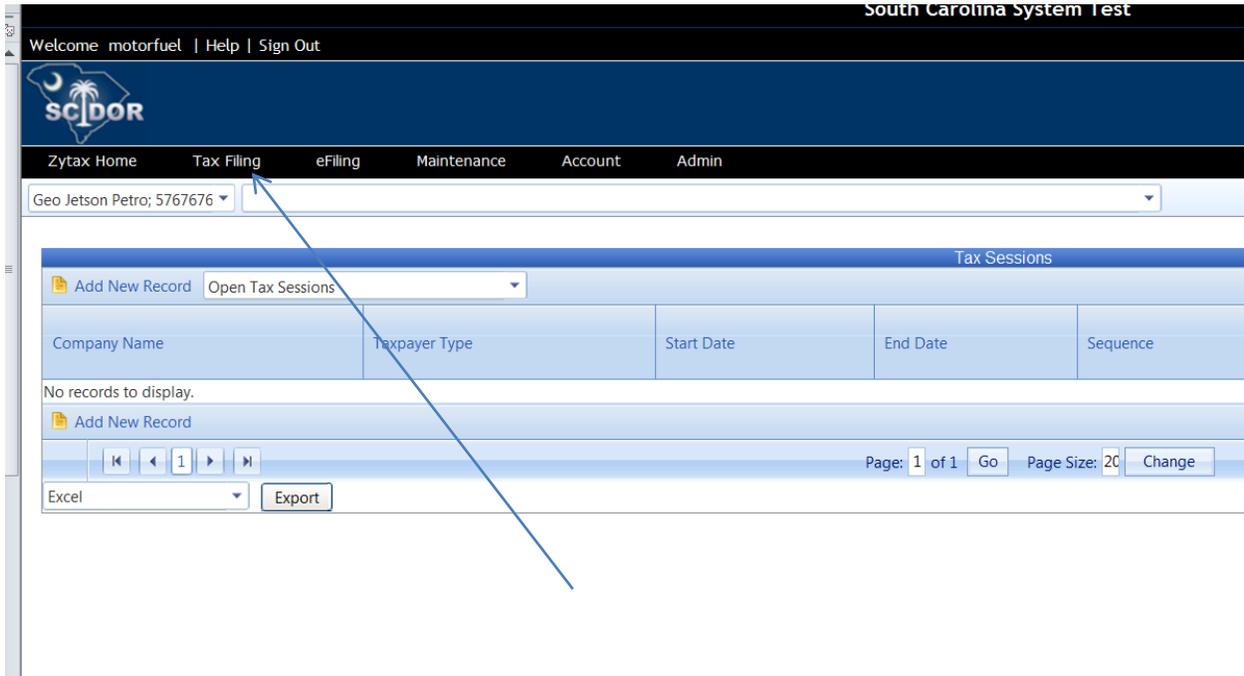
SCDOR Password Assistance

South Carolina

Welcome to the South Carolina Department of Revenue  
Motor Fuel Online Reporting System

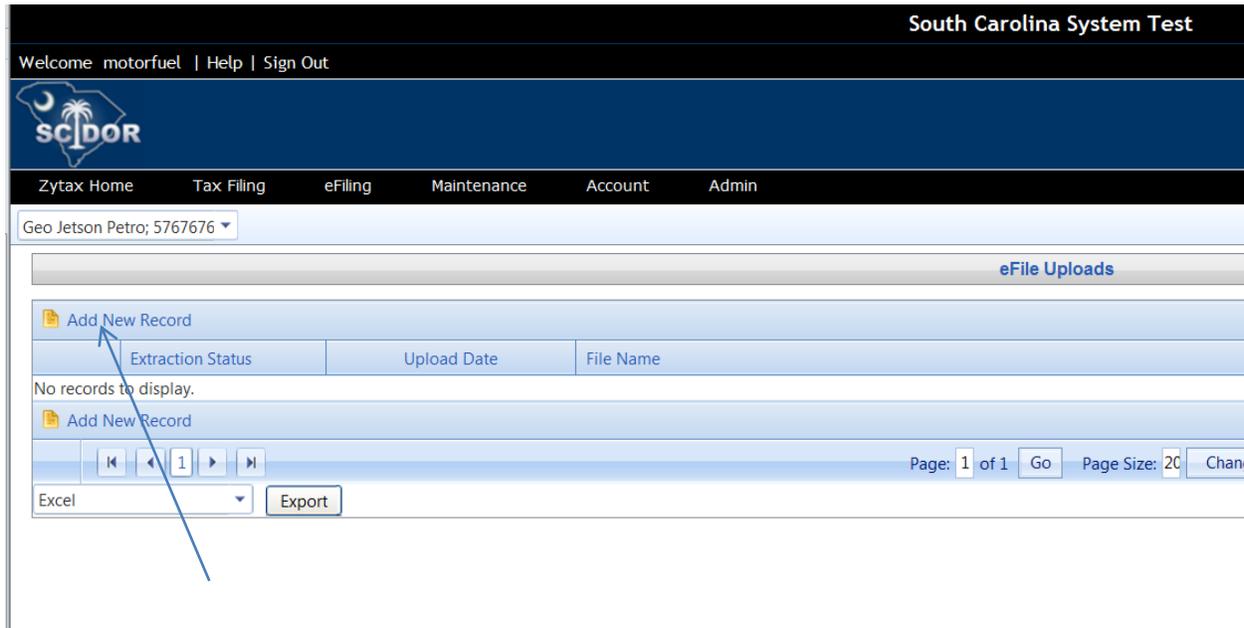


**Navigate to E-Filing and click on E-File Upload**



**When you hover over Tax Filing, E-File upload will appear.**

**Once E-File upload is selected, click on “Add New Record.”**



**In Description, key in a file description: ex. Transporter Sept. 2012**

The screenshot shows a dialog box titled "Zytax - eFile Upload" with a close button in the top right corner. The main content area contains the following elements:  
- A blue header bar with the text "Please upload your eFile. The eFile will be extracted and validated as part of the eFile import process."  
- A "Description:" label followed by a text input field.  
- An "eFile Version:" label followed by a dropdown menu showing "South Carolina EDI Import V.4030".  
- An "eFile:" label followed by a text input field and a "Select" button to its right.  
- An "Upload" button centered below the form fields.  
- Copyright text "Copyright © 2005 - 2012 FuelQuest" at the bottom.  
A blue arrow points from the text above to the "Description:" input field.

**The E-File Version indicates the South Carolina E-file Version.**

**Click on the “Select” button to browse your directory and select the file to be uploaded. (PLEASE NOTE: At this time, if you do not have a “select button” click on the efile line and your browser should appear.)**

The screenshot shows the same "Zytax - eFile Upload" dialog box, but with a red message at the top: "File SC201206GEOJE001.edi has been successfully uploaded." The form fields are now populated:  
- "Description:" input field contains "Geo Jetson Supplier June 2012".  
- "eFile Version:" dropdown menu remains "South Carolina EDI Import V.4030".  
- "eFile:" input field is empty, and a blue arrow points to it from the text above.  
- The "Select" button is still present to the right of the "eFile:" field.  
- The "Upload" button and copyright text remain at the bottom.

**After the E-File has been uploaded, a message will be displayed that the upload was successful.**

Click on the  button to close the E-file Upload window.

The filer that submits the EDI file should be able to upload the file and walk away. If the file does not have any errors, the associated tax returns will be filed and notification will be provided. If there are errors in the tax return, the taxpayer will be notified by email and will be able to make corrections and upload the file again.

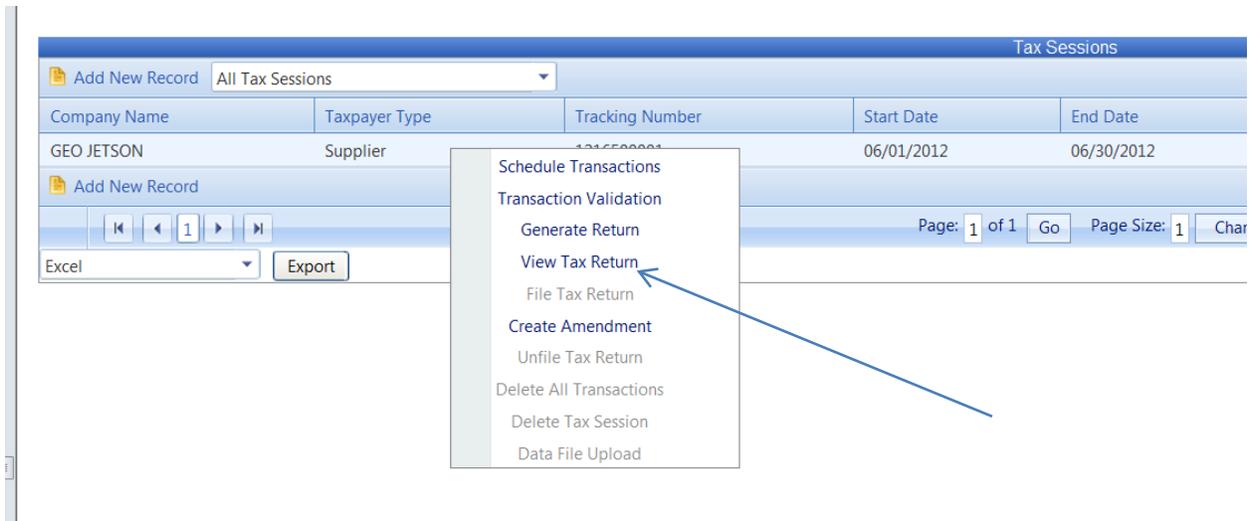
**Reminder: If there is a change with the filer’s contact information, please contact the Department. This will ensure that any notification regarding the production file will be received by the filer**

## Correct EDI return

After submitting a file, click on the Refresh button  until the Transmission Status is no longer “Pending.” The Submission Status fields have values of ‘Pending,’ ‘Passed’ and ‘Failed.’ After an e-file has been successfully submitted, a status of ‘Passed’ appears as is shown below.

GEO JETSON; 576767676			
<a href="#">eFile Uploads</a>			
			
	Extraction Status	Upload Date	File Name
	Passed	06/13/2012	SC201206GEOJETSON001.EDI

Once the file is passed, click on Tax Filings and right click on the Tax Session you wish to view. From the drop down menu, you can click on ‘View Tax Return.’



**View Tax Return displays the generated tax return and schedules in PDF format. The return can be downloaded or printed using standard PDF functionality.**

1350



STATE OF SOUTH CAROLINA  
DEPARTMENT OF REVENUE  
**MOTOR FUEL SUPPLIERS MONTHLY  
USER FEE AND FEE CALCULATION**

Original

1218500001

**L-2119**(Rev. 8/29/11)  
4207

Mail to: South Carolina Department of Revenue, Motor Fuel, Columbia, SC 29214-0132.

SUPPLIER NAME AND ADDRESS		License Number
GEO JETSON 123 MAIN STREET  COLUMBIA, SC 29201		371007776
		FEIN
		576767676
		Period Covered
		06/2012
<b>USER FEE AND OTHER APPLICABLE FEE CALCULATIONS</b>		
1.	Gasoline User Fee Collected	9,832.00
2.	Less Tare Allowance	74.51
3.	Less Administration Allowance	9.63
4.	Less Credit	0.00
5.	<b>Net Gasoline User Fee Due</b>	<b>9,547.88</b>
6.	Penalty	0.00
7.	Interest	0.00
8.	<b>Total Gasoline User Fee Due</b>	<b>9,547.88</b>
9.	Special Fuels User Fee Collected	5,693.92
10.	Less Tare Allowance	0.00
11.	Less Administration Allowance	5.69
12.	Less Credit	0.00
13.	<b>Net Special Fuels User Fee Due</b>	<b>5,688.23</b>
14.	Penalty	0.00
15.	Interest	0.00
16.	<b>Total Special Fuels User Fee Due</b>	<b>5,688.23</b>
17.	Inspection Fees Collected	285.53
18.	Less Credit	0.00
19.	Penalty	0.00
20.	Interest	0.00
21.	<b>Total Inspection Fees Due</b>	<b>285.53</b>
22.	Environmental Impact Fees Collected	571.08
23.	Less Credit	0.00
24.	Penalty	0.00
25.	Interest	0.00
26.	<b>Total Environmental Impact Fees Due</b>	<b>571.08</b>
27.	<b>Total Fees Due, Plus Penalty and Interest (Add lines 8, 16, 21 and 26)</b>	<b>18,092.68</b>

42071027

Note above the tracking number that is assigned to the return after it is filed.

Also, on the Tax Sessions grid below, the tax return is listed with the filed date along with the above tracking number.

GEO JETSON; 576767676 | United States > South Carolina > Supplier > 06/01/2012 - 06/30/2012 Sequence 0

Tax Sessions								
Add New Record All Tax Sessions <span style="float: right;">Group By  </span>								
Company Name	Taxpayer Type	Tracking Number	Start Date	End Date	Sequence	Due Date	Filed Date	Return Stat
GEO JETSON	Supplier	1216500001	06/01/2012	06/30/2012	0	07/23/2012	06/13/2012	Passed
Add New Record <span style="float: right;">Group By  </span>								

**An email will be sent to the contact person notifying them of the filed return.**

## Incorrect Return

After submitting a file, click on the Refresh button  until the Transmission Status is no longer “Pending.” The Submission Status fields have values of ‘Pending,’ ‘Passed’ and ‘Failed.’ If an e-file fails, the below e-file upload grid will appear.

GEO JETSON; 576767676

eFile Uploads							
Add New Record <span style="float: right;">Filter   Refresh</span>							
Extraction Status	Upload Date	File Name	Total Tax Sessions	Failed Tax Sessions	Critical Messages	Warning Messages	
 Failed	06/18/2012	SC201209GEOJETSON002.EDI	1	1	1	0	

The above grid indicates that the e-file failed with one critical error. Once an e-file has been generated, the Viewer tab will be visible as shown below. At this time, click on the file and the eFile Viewer will appear.

eFile Viewer

Company Name: GEO JETSON  
 Description: Geo Jetson Supplier Sept 2012 (SC201209GEOJETSON002.EDI)  
 eFile Version: South Carolina EDI Import V.400

Tax Sessions **Viewer** History Log Filter | Refresh

Extraction Status	Tax Session	Extracted Date	Critical Messages	Warning Messages
 *	SC - Supplier : 09/01/2012 - 09/30/2012 [0]		1	0

Filter | Refresh

**Tax Sessions will indicate your current tax session.**

**Once an efile has been generated, the History Log tab will be visible as shown below. The History Log tab displays informational messages, error messages and generation statistics.**

eFile Viewer	
Company Name: GEO JETSON	
Description: Geo Jetson Supplier Sept 2012 (SC201209GEOJETSON002.EDI)	
eFile Version: South Carolina EDI Import V.4030	
<div style="display: flex; justify-content: space-around;"> <span>Tax Sessions</span> <span>Viewer</span> <span>History Log</span> </div>	
Date	Message
6/18/2012 10:31:18 AM	E-File Extraction Process: Completed
6/18/2012 10:31:18 AM	Email sent to [ BULLOCT@SCTAX.ORG;bulloct@sctax.org; ]. Source [ EFileEngine.SCExtractor4030_1.FailedEfileExtraction ].
6/18/2012 10:31:18 AM	.....Tax Session Extraction: Completed
6/18/2012 10:31:18 AM	..... <b>Alert: Tax Session Extraction Process failed due to warning threshold being reached. No further processing of taxpayer [SPL] has been executed.</b>
6/18/2012 10:31:18 AM	.....E-File Segment Validation: Completed
6/18/2012 10:31:17 AM	..... <b>Element Validation Error: Segment/Line/Element [FGS][177][FGS03][FGS~D~BM~\] has an invalid format.</b>
6/18/2012 10:31:16 AM	.....E-File Segment Validation: Started
6/18/2012 10:31:16 AM	.....Tax Session Created:[SPL][9/1/2012]-[9/30/2012]

**In this instance, the history log indicates that an error was found within the efile. The error is as follows: Segment/Line/Element = FGS segment, Line 177, FGS03. In this segment, the Bill of Lading number is missing.**

The Viewer tab displays the EDI file formatted with line breaks. E-file view features include the following:

- Context-sensitive help
- Direct navigation to contact information and schedule transactions page

At this time, click on the file and the eFile Viewer will appear.

Company Name: GEO JETSON	
Description: Geo Jetson Supplier Sept 2012 (SC201209GEOJETSON002.EDI)	
eFile Version: South Carolina EDI Import V.4030	
Tax Sessions	Viewer
History Log	
Status: Failed ❌	
Line Number	Detail
0	ISA~00~ ~00~ ~ZZ~576767676 ~ZZ~SCDOR ~101006~1757~ ~00403~000000137~0~T~^\\
1	GS~TF~576767676~SCDOR~20101006~1757~0001~X~004030\\
2	ST~813~0001~2\\
3	BTI~T6~050~47~SCDOR~20101006~GEOJ~24~576767676~49~371007776~SV~SCMFUEL0301~00\\
4	DTM~194~20120930\\
5	TIA~5001~~~~149210~GA\\
6	N1~TP~GEO JETSON DISTRIBUTING\\
7	N2~GEO JETSON DISTRIBUTING\\
8	N3~1000 ORANGE BLVD\\
9	N4~HOUSTON~TX~75222~US\\
10	PER~CN~JANE JETSON~TE~8213421000~FX~8213421200~EM~JANE@PUMP.COM\\
11	PER~EA~JOHN JETSON~TE~8213421001~FX~8213421200~EM~JOHN@PUMP.COM\\
12	N1~31~GEO JETSON DISTRIBUTING\\
13	N2~GEO JETSON DISTRIBUTING\\
14	N3~1000 ORANGE BLVD\\
15	N4~HOUSTON~TX~75222~US\\
16	TFS~T2~SDR\\
17	REF~55~1\\
18	TIA~5003~16092.68~~~149210~GA\\
19	TFS~T3~SCDOR~065~01~CE\\

To find the error within the above EDI file, click on 'Line number' and put in 177 for the line that was in error. Click the filter  and click on 'Equal To' in the dropdown.

eFile Viewer

Company Name: GEO JETSON  
Description: Geo Jetson Supplier Sept 2012 (SC201209GEOJETSON002.EDI)  
eFile Version: South Carolina EDI Import V.4030

Tax Sessions Viewer History Log

Status: Failed ❌

Line Number	Detail
177	
0	767676 ~ZZ~SCDOR ~101006~1757~ ~00403~000000137~0~T~^\ Y
1	OR~20101006~1757~0001~X~004030\ Y
2	
3	R~20101006~GEOJ~24~576767676~49~371007776~SV~SCMFUEL0301~00\ Y
4	
5	A\ Y
6	STRIBUTING\ Y
7	BUTING\ Y
8	\
9	22~US\ Y
10	PER~CN~JANE JETSON~TE~8213421000~FX~8213421200~EM~JANE@PUMP.COM\ Y

Listed below will be the segment that was missing the BOL. Use the mouse to hover over the field in the viewer. A short description for the EDI segment will display.

eFile Viewer

Company Name: GEO JETSON  
 Description: Geo Jetson Supplier Sept 2012 (SC201209GEOJETSON002.EDI)  
 eFile Version: South Carolina EDI Import V.4030

Tax Sessions | **Viewer** | History Log

Status: Failed ❌

Line Number	Detail
<input type="text"/>	FGS~D~BM~
177	FGS~D~BM~\
141	
147	
261	
93	
267	FGS~D~BM~47202\
243	FGS~D~BM~47241\
249	FGS~D~BM~47307\
123	FGS~D~BM~56011\
171	FGS~D~BM~56107\
189	FGS~D~BM~56191\
129	FGS~D~BM~56207\

**Description:**

Element Validation Error:  
 Segment/Line/Element [FGS][177][FGS03]  
 [FGS~D~BM~\] has an invalid format.

Also, the viewer can search based on the Line number using the page grid at the bottom.

160	REF~55~38\
161	DTM~095~20120907\
162	TIA~5005~7518~GA\
163	TIA~5006~7500~GA\
164	TIA~5007~7518~GA\
165	TFS~T3~5C~PG~167~94~J\
166	REF~55~39\
167	N1~OT~TC~T57SC2050\
168	N1~CA~PALMETTO TRANSPORT~24~576262626\
169	N1~BY~RICHLAND OIL~24~578887888\
170	N1~ST~SC\
171	FGS~D~BM~56107\
172	REF~55~40\
173	DTM~095~20120903\
174	TIA~5005~6512~GA\
175	TIA~5006~6500~GA\
176	TIA~5007~6512~GA\
177	FGS~D~BM~\
178	REF~55~41\
179	DTM~095~20120904\

Status: Failed ❌

◀ ◁ 1 2 3 4 5 6 7 8 9 10 ... ▷ ▶

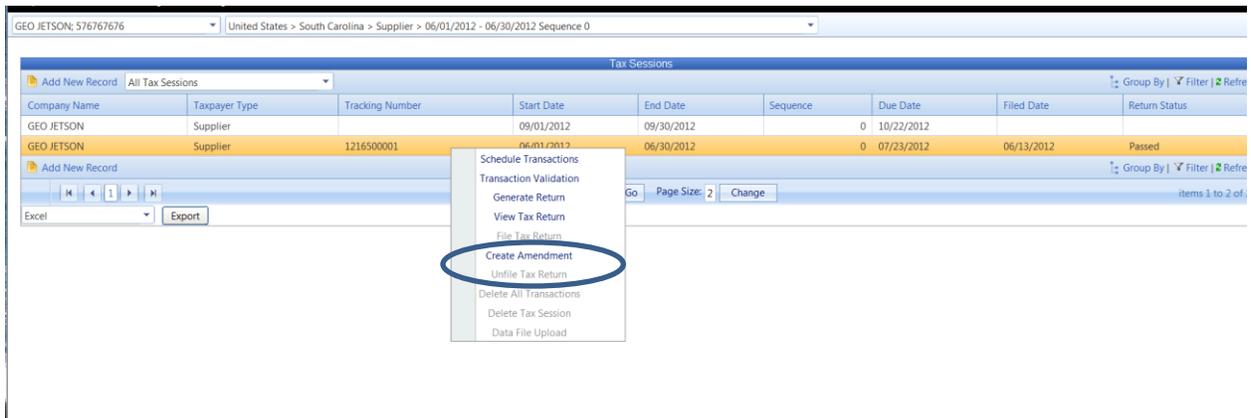
**An email will be sent to the contact person notifying of the e-file failure. At this time, the filer can correct and upload their EDI file again.**

# Amendments

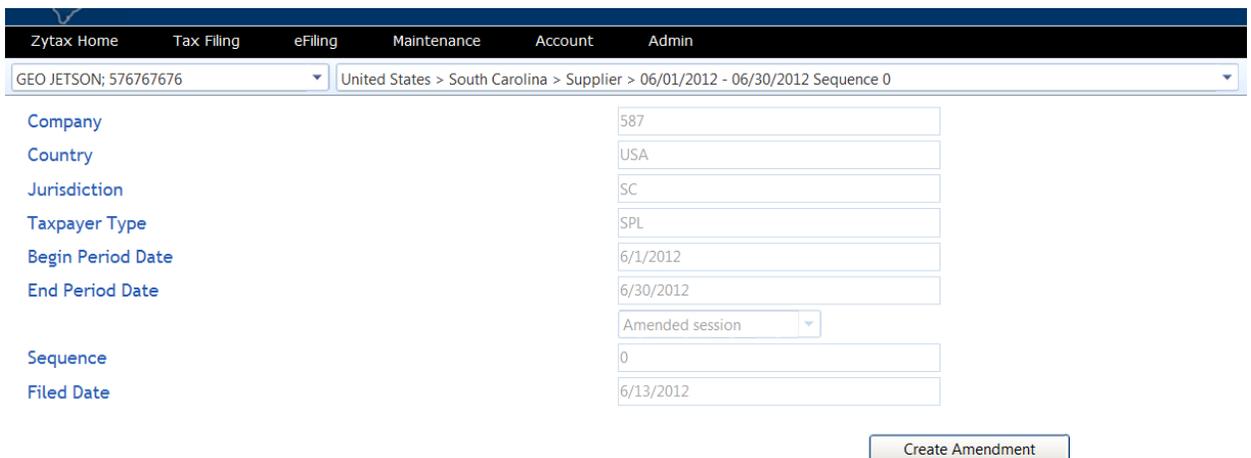
Amendments can be filed either by EDI or manually for Suppliers, Terminal Operators and Transporters.

## Create Amendment – Manually via Web

When selecting a filed tax session from the Tax Sessions grid, the Create Amendment option is available for sessions that do not already have an amended session.



Selecting this option will display a confirmation screen that allows the amendment to be created. The following screen is displayed.



Selecting Credit Amendment will display the message “Record inserted” at the top of the screen.

GEO JETSON; 576767676 United States > South Carolina > Supplier > 06/01/2012 - 06/30/2012 Sequence 0

**Record inserted.**

Company: 587  
 Country: USA  
 Jurisdiction: SC  
 Taxpayer Type: SPL  
 Begin Period Date: 6/1/2012  
 End Period Date: 6/30/2012  
 Amended session: [dropdown]  
 Sequence: 1  
 Filed Date: 6/13/2012

Create Amendment

Once the amendment has been created, click on Tax Filing and select Tax Sessions.

Company Name	Taxpayer Type	Tracking Number	Start Date	End Date	Sequence	Due Date	Filed Date	Return Status
GEO JETSON	Supplier		09/01/2012	09/30/2012	0	10/22/2012		
GEO JETSON	Supplier	1216500001	06/01/2012	06/30/2012	0	07/23/2012	06/13/2012	Passed
GEO JETSON	Supplier		06/01/2012	06/30/2012	1	07/23/2012		

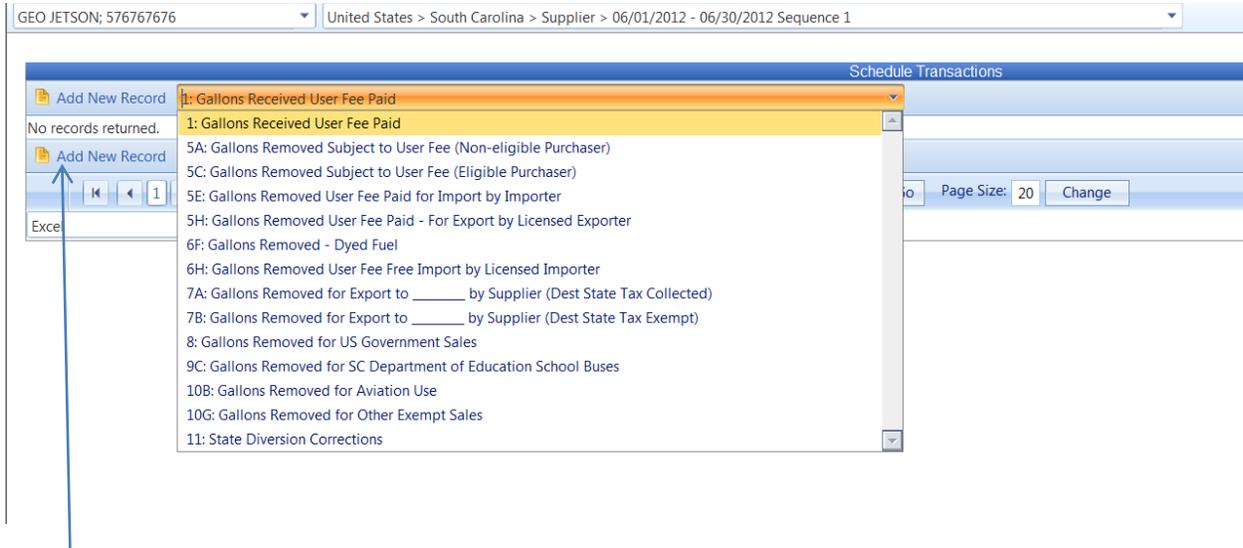
At this time, the amendment will show in the Tax Session grid. Click on the amendment line and the dropdown menu will appear.

Company Name	Taxpayer Type	Tracking Number	Start Date	End Date	Sequence	
GEO JETSON	Supplier		09/01/2012	09/30/2012	0	1
GEO JETSON	Supplier	1216500001	06/01/2012	06/30/2012	0	0
GEO JETSON	Supplier		06/01/2012	06/30/2012	1	0

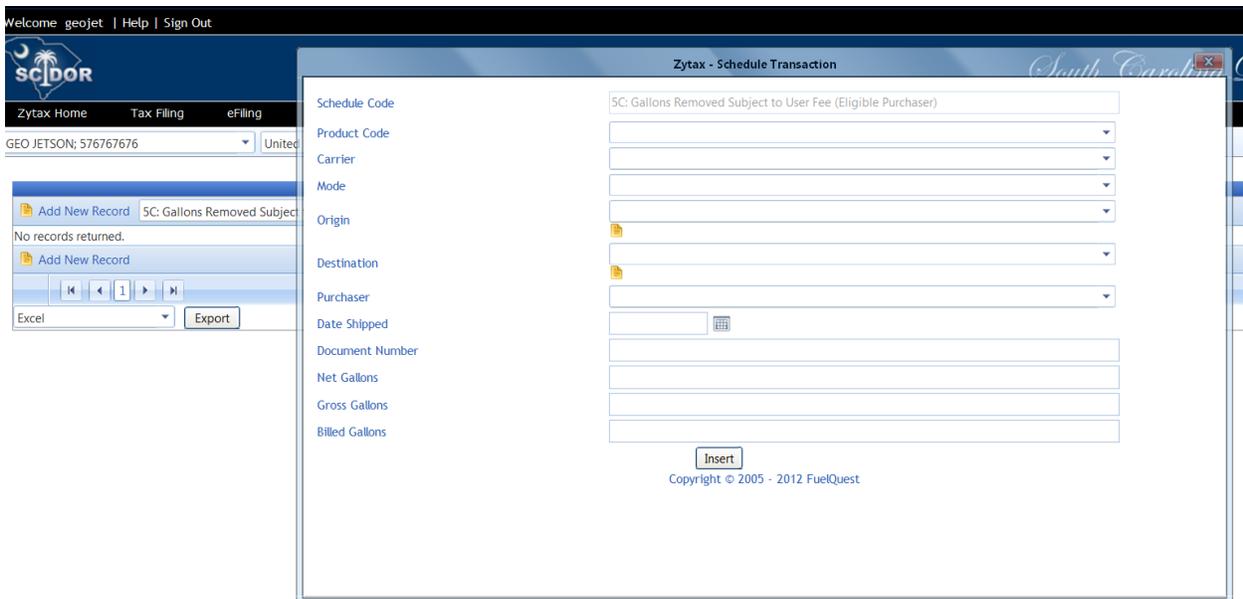
Add New Record  
 Page: 1 of 1 Go Page Size: 3 Change  
 Excel Export

- Schedule Transactions
- Transaction Validation
- Generate Return
- View Tax Return
- File Tax Return
- Create Amendment
- Unfile Tax Return
- Delete All Transactions
- Delete Tax Session
- Data File Upload

Click on Schedule Transactions and the Schedule dropdown will allow selection of a schedule associated with the current taxpayer type and tax session. Selecting a schedule from the list sets the schedule code to be entered, updated or reviewed.



Selecting the 'Add New Record' icon on the Schedule Transactions screen allows a user to create a new transaction record for the current tax session. The screen below will appear to allow the components to be selected for each transaction.

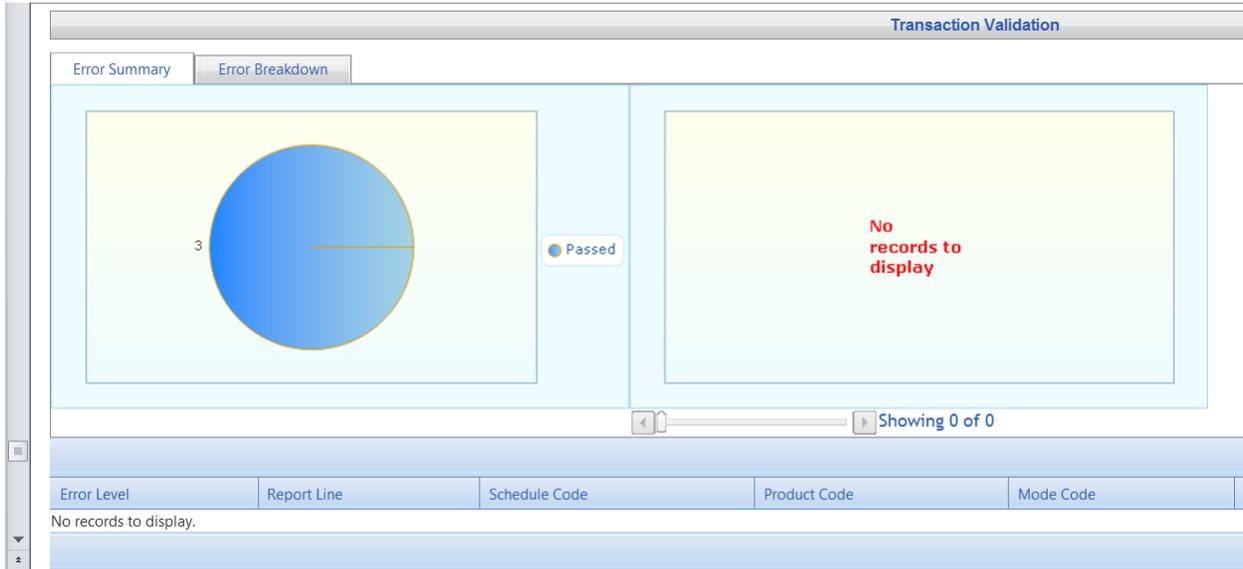


At this time, insert each transaction.

After each schedule transaction has been inserted, click on Tax Filing/Tax Session. Click on the session and choose Transaction Validation.

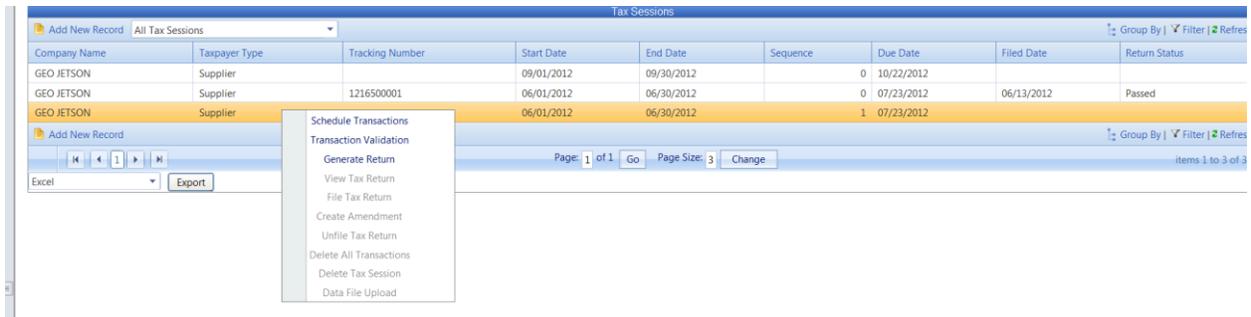
**Transaction Validation provides information on critical errors, warnings and informational message for Schedule Transactions for a specific tax session. If there are errors with in the schedules, the Transaction Validation screen will indicate.**

**In this instance there are no errors.**

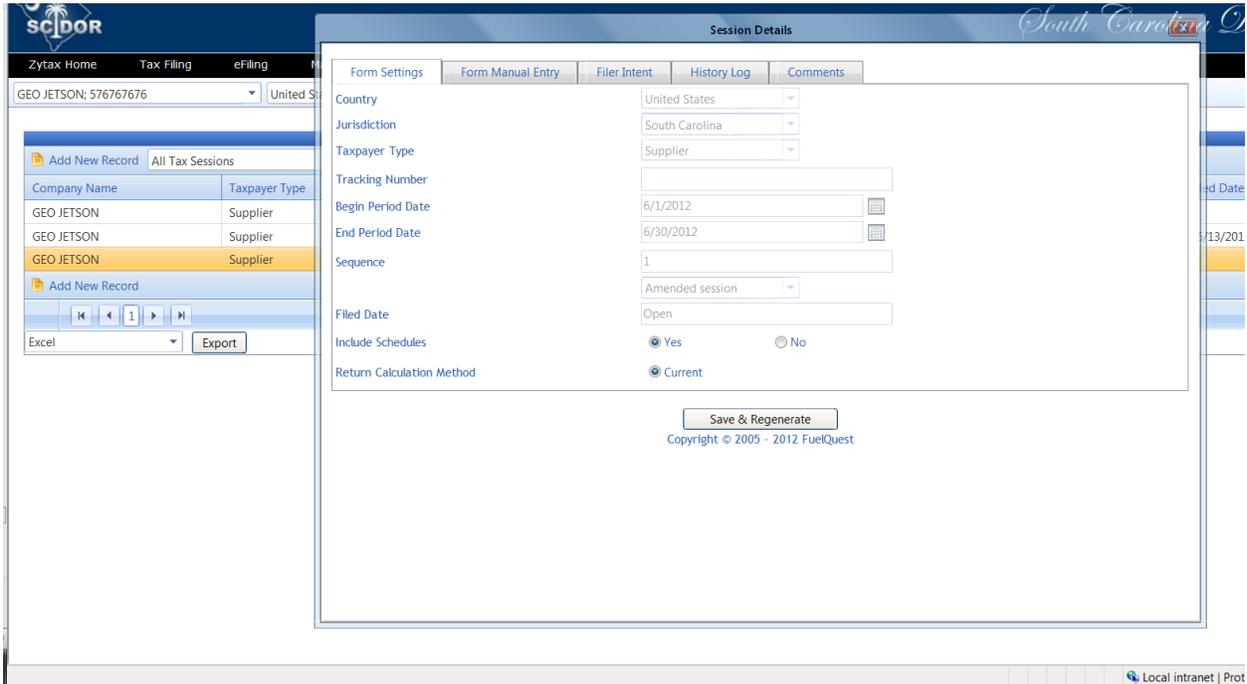


**If there were errors in the file, it would be indicated in both Error Summary and Error Breakdown.**

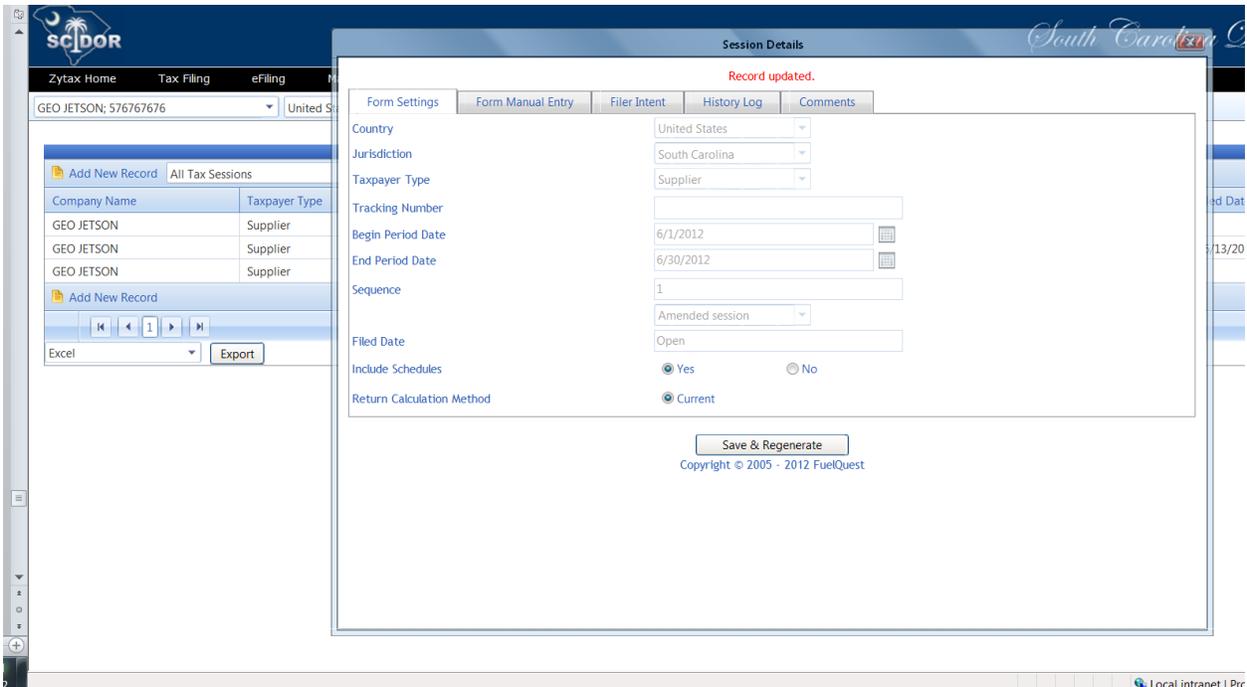
**Click back on Tax Filing/Tax Session and click on file on grid. The dropdown will appear and click on ‘Generate Return.’**



Selecting the Generate Return context menu option will change the current session to the selected session and display the Sessions Details screen as shown below.



Click the 'Save and Regenerate' button and the file should show as 'Record updated.'



Click on the  and return to the Tax Sessions grid where 'Return Status' will be 'pending' until it passes and/or fails.

Tax Sessions								
Company Name	Taxpayer Type	Tracking Number	Start Date	End Date	Sequence	Due Date	Filed Date	Return Status
GEO JETSON	Supplier		09/01/2012	09/30/2012	0	10/22/2012		
GEO JETSON	Supplier	1216500001	06/01/2012	06/30/2012	0	07/23/2012	06/13/2012	Passed
GEO JETSON	Supplier		06/01/2012	06/30/2012	1	07/23/2012		Passed

Add New Record | All Tax Sessions | Group By | Filter | Refresh  
 Page: 1 of 1 | Go | Page Size: 3 | Change | items 1 to 3 of 3...  
 Excel | Export

The file passed so click on the grid again to view.

1350		STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE <b>MOTOR FUEL SUPPLIERS MONTHLY                  USER FEE AND FEE CALCULATION</b>	<b>L-2119</b> (Rev. 8/29/11) 4207
Mail to: South Carolina Department of Revenue, Motor Fuel, Columbia, SC 29214-0132.			
SUPPLIER NAME AND ADDRESS  GEO JETSON 123 MAIN STREET  COLUMBIA, SC 29201		License Number 371007776  FEIN 576767676  Period Covered 06/2012	
USER FEE AND OTHER APPLICABLE FEE CALCULATIONS			
1.	Gasoline User Fee Collected	-128.00	
2.	Less Tare Allowance	-3.39	
3.	Less Administration Allowance	-0.13	
4.	Less Credit	0.00	
5.	<b>Net Gasoline User Fee Due</b> ▶	-124.48	
6.	Penalty ▶	0.00	
7.	Interest ▶	0.00	
8.	<b>Total Gasoline User Fee Due</b>	-124.48	34-2301
9.	Special Fuels User Fee Collected	-128.00	
10.	Less Tare Allowance	0.00	
11.	Less Administration Allowance	-0.13	
12.	Less Credit	0.00	
13.	<b>Net Special Fuels User Fee Due</b> ▶	-127.87	
14.	Penalty ▶	0.00	
15.	Interest ▶	0.00	
16.	<b>Total Special Fuels User Fee Due</b>	-127.87	34-2101
17.	Inspection Fees Collected	-4.00	
18.	Less Credit	0.00	
19.	Penalty ▶	0.00	
20.	Interest ▶	0.00	
21.	<b>Total Inspection Fees Due</b> ▶	-4.00	34-2314
22.	Environmental Impact Fees Collected	-8.00	
23.	Less Credit	0.00	
24.	Penalty ▶	0.00	
25.	Interest ▶	0.00	
26.	<b>Total Environmental Impact Fees Due</b> ▶	-8.00	34-2312
27.	<b>Total Fees Due, Plus Penalty and Interest</b> (Add lines 8, 16, 21 and 26) ▶	-264.35	
42071027			

Go to the Tax Filing/Tax Session grid and click on the session you wish to file. Once you file the return, the return will show as filed and will have a confirmation/tracking number assigned.

# AMENDED RETURNS

## **What is an amended return?**

An amended return is any data reported to the South Carolina Department of Revenue that adjusts or corrects an original user fee filing.

## **How should I file an amended return?**

The amended should be filed by the same method the original was submitted. For example, if the original was filed by paper, then the amended must be filed by paper. Likewise, if the original was submitted by EDI, then the amended should be submitted by EDI. However; the new upgraded system will allow Supplier, Terminal Operators and Transporter returns to be filed manually via the web. **If an original is submitted by paper and the amendment is submitted by EDI and/or web, it will not be processed.**

## **What file name should an amended return carry?**

It will follow the normal naming conventions, noting that the reporting year and month corresponds to the year and month being amended. See File Naming Conventions Section.

**\*\* Original returns rejected for EDI syntax errors are NOT to be resubmitted as Amended returns. See File Naming Conventions Section.**

## **Can I put amendments for different periods in one envelope?**

No, amendments for different periods should not be submitted in one envelope. Each file name carries the period covered of the file. If multiple periods are included in one file, then your filing cannot be uniquely identified.

## **What information is needed when filing an Amended return?**

South Carolina Department of Revenue requires only the amended transaction(s) be filed along with ALL the summary (TIA) segments reflecting only the total of the amendment(s), even if the segment results in a 0 value. All summary segments are required regardless of whether or not there has been a change. If all segments are not present, the return will be rejected.

## **When must I recalculate the TARE allowance?**

If the total for Schedule 5A, Gallons Removed Subject to User Fee (Non-eligible Purchasers), is increased or decreased by the amendment, the TARE must be recalculated in order to arrive at the corrected user fee amount due or amount to be refunded.

## **How do I recalculate the TARE allowance for an amendment?**

The TARE is recalculated based on the revised total for Schedule 5A, Gallons Removed Subject to User Fee (Non-Eligible Purchasers), and must be adjusted by the TARE allowance that was claimed on the original return and on any previous amendments, if applicable, not to exceed \$2000.00 per month for gasoline and special fuel combined.

**When do I recalculate the Administrative Allowance?**

If totals from Schedule 5A, Gallons Removed Subject to User Fee (Non-Eligible Purchasers), and/ or Schedule 5C, Gallons Removed Subject to User Fee (Eligible Purchasers), are increased or decreased by the amendment, the Administrative Allowance must be recalculated in order to arrive at the corrected user fee amount due or amount to be refunded.

**What if the transaction needs to be reported on a prior period but has already been filed on an original return with an incorrect period?**

If the transaction has been filed on an original return with an incorrect period, you will need to file an amended return with a negative entry for that period to back out the original transaction. Then file the transaction as an amended reporting for the correct period.

For example: A March transaction reported as an April transaction on an April original return should be reversed by sending a negative entry on an April amended return and then filing a positive entry on a March amended return.

**How do I correct a return that was originally filed with an out of period transaction that has been rejected?**

The software package should create two separate filings.

- 1) Original return without the late loads.
- 2) An amended return properly reporting out of period transactions

Example: April 2003 original return contained a late load that should have been reported on the March 2003 return.

The following is needed to correctly adjust the late load:

- 1) Resubmit the April 2003 return, without the late load.
- 2) Amend the March 2003 return, to add the transaction to the correct period.

**Special Note:**

The South Carolina Department of Revenue does not allow for reporting of transactions (ex. prior period adjustments and late loads) in a different month than the transactions occurred. Reporting these transactions in an incorrect period will result in your return being rejected and you will receive an assessment that will include applicable interest and may include a penalty in the amount of 5% per month of the total user fee (not to exceed 25%) of the user fee per SC Code Section 12-28-1730 (H).

# WEEKENDS AND HOLIDAYS

If a return due date falls on a holiday or weekend, the user fee return is due no later than the first business day after the holiday or weekend. This requires you to initiate the electronic transmission no later than the last business day prior to the holiday/weekend. Timely returns are based on the date of receipt of the electronic return by the SCDOR.

## HOLIDAY SCHEDULE

New Year's Day	January 1
Martin L. King Day	Third Monday in January
George Washington's Birthday (President's Day)	Third Monday in February
Confederate Memorial Day	May 10
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving	Friday following Thanksgiving Day
Christmas Eve	December 24, when declared a State Holiday by the Governor
Christmas Day	December 25
Day After Christmas	December 26

NOTE: Department of Revenue Holiday - When a legal holiday falls on a Sunday, it will be observed on the following Monday. When a legal holiday falls on a Saturday, it will be observed on the preceding Friday.

**SOUTH CAROLINA DEPARTMENT OF REVENUE  
LIST OF PARTICIPATING MOTOR FUEL VENDORS**

<b>SOFTWARE VENDORS NAME/ADDRESS</b>	<b>CONTACT</b>	<b>TELEPHONE FAX NUMBER</b>	<b>E-MAIL ADDRESS</b>
ZyTax 1385 W. Main Street De Pere, WI 54115	ZyTax Support	877-553-3835	<a href="mailto:Support@zytax.com">Support@zytax.com</a>
HuskerOil.com 7100 W. MacDougall Street Sioux Falls, SD 57106	Clay B. Meyer	605-940-4679	<a href="mailto:Clay@huskeroil.com">Clay@huskeroil.com</a>
FACTOR 3030 NW Expressway Ste. 1500 Oklahoma City, OK 73112	Customer Support	877-854-7888	<a href="mailto:css@factor.com">css@factor.com</a>
Advanced Digital Data Systems ADDSYS 5790 S. Semoran Blvd. Orlando, FL 32822	Michael Barrett	800-325-5975	<a href="mailto:barrettm@addys.com">barrettm@addys.com</a>
FireStream Worldwide 12935 N. Outer Forty Dr. Ste. 200 St. Louis MO 63141	Customer Care	800-886-2460	<a href="mailto:customercare@firestreamww.com">customercare@firestreamww.com</a>
Red River Software 2311 45 <sup>th</sup> St. SW Ste. B Fargo, ND 58104-8613	Richard Beyl	701-277-3704	<a href="mailto:rbeyl@redriversoftware.com">rbeyl@redriversoftware.com</a>
Summitt Software 4242 Flagstaff Cove Ft. Wayne, IN 46815	Diane Royal	260-486-4357	<a href="mailto:diane.royal@summit-soft.com">diane.royal@summit-soft.com</a>

